

HEAD OF DEPARTMENT

Function

The Head of Department reports to the Principal. Heads of Departments supervise the maintenance of instructional standards in their departments, coordinate the purchase of teaching supplies, equipment, and other educational resources, and implement curricular revisions and innovations within their departments.

Heads of Departments, as with other personnel, may be released from instructional responsibilities from time to time to evaluate the performance of teachers in his/her department or to be placed on special assignment with the Division of Education to serve as curriculum specialists.

The evaluation of the performance of the Head of the Department is the responsibility of the Principal in whose school the greatest percentage of his/her teaching assignment is performed.

Duties and Responsibilities

The responsibilities of Department Heads include:

1. Advising the Principal, in conjunction with the Director of Education regarding the needs and development of curricula in their subject areas.
2. Assisting teachers in their subject areas with the implementation of curricular revisions and innovations, in-service training, and instructional methodology in their subject areas with the cooperation of the Director of Education.
3. Submitting a report at the end of each quarter advising the Principal and the Director of Education on the progress of the instructional program, its successes and on the efforts to improve learning opportunities for students.
4. Requesting instructional resources and preparing purchase orders for the department and submitting them to the Principal.
5. Maintaining inventories and records of inventories of the department and participating in the preparation of the annual budget.
6. Directing and arranging for any special events held by the department.

7. Interviewing prospective teacher candidates as requested.
8. Assisting in placing students at their appropriate level of competency.
9. Performing other departmental administrative tasks as directed by the Principal.

Qualifications

1. Master's degree.
2. Minimum of three years' successful teaching experience.
3. Minimum of one year experience in a supervisory position.
4. Display leadership qualities and personal characteristics necessary to work effectively with students, parents, and teachers.
5. Computer literate, with knowledge and proficiency of current word processing software, i.e., [Wordperfect].

Salary Entry Class:

Teacher II AC/1/MA
Teacher III AC/1/PhD

(Annual salary of Department Head is augmented 7% during the year of service.)